



14 August 1979

DDA Registry
File Committees

MEMORANDUM FOR THE RECORD

SUBJECT: Meeting of Agency Energy Committee on
8 August 1979

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1. The initial meeting of the Agency Energy Committee convened at 1400 hours on 8 August 1979 in Room [redacted] Building. The meeting was chaired by James H. McDonald, Director of Logistics, and was attended by the following directorate representatives:

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Office of Communications, DDA
Office of Data Processing, DDA
DDO
NFAC
Office of Personnel, DDA
DDS&T
DDA Staff
Office of Logistics, DDA
Office of Logistics, DDA

2. The purpose of the meeting was to assist the Office of Logistics (OL) in meeting its responsibilities as the Energy Conservator Office for the Agency, to act as a sounding board in the various directorates in the hopes of trying to generate new ideas and to review proposed policy for impact prior to implementation, and also to act as a filter in regards to impractical or previously considered ideas which may be generated in the various directorates.

3. The Office of Logistics is currently operating under "Standby Conservation Plan No. 2" as established by the Department of Energy. The following guidelines are being followed:

a. The temperature will be no lower than 78° during the summer months. In determining what is 78°, the hottest point in any office suite will be used as the base point for measurement.

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b. The Office of Logistics' policy in regards to the use of fans is that our engineering people will measure the relative humidity and temperature in a room and, if it cannot be corrected, a fan will then be authorized.

c. Heaters are also permitted under the new guidelines. If a deficiency in the heating system is noted, we will try to correct it; however, in those instances where appropriate adjustments cannot be made, heaters will be authorized on an individual basis.

d. The water temperature will be set at 105°.

4. Some of the energy conservation measures that have already been instituted by the Office of Logistics include the following:

a. Pamphlets and brochures from the Department of Energy and the Bureau of Standards have been placed in the Credit Union. Additional copies will be made available to those employees expressing an interest in them.

b. Phantom tubes have been installed in every light fixture. This measure has reduced kilowatt usage considerably.

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c. We have extended shuttle runs to [redacted] Building, the [redacted] complex, and also to NPIC.

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d. We have been working with GSA in trying to obtain vehicles for official use. Eight vehicles have ultimately been furnished to various offices

[redacted] A survey of all components for additional requirements is being made.

e. Security has instructed the guards to turn out all lights after the cleaning force has gone through at night.

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f. The Office of Logisitics has funded a GSA contract for the replacement of all air dampers in Headquarters Building for better control and reliability of the total HVAC system and to avoid energy waste.

g. Employee notices on carpools and energy conservation have been issued.

5. Those projects that are currently in the planning stage include:

a. Formation of van pools. A proposed Headquarters Notice, which contains a survey of employee interest, is now being coordinated in Central Cover Staff and the Office of General Counsel.

b. The Logistics Services Division, OL, is taking a look at courier runs to see how they can be reduced. The proposed plan will be discussed with directorate representatives to determine what impact this reduction in service might have on their operations.

c. Possible implementation of a stringent restriction on use of POV's. The use of POV's may be limited to a select group of individuals; all others will be encouraged to use the shuttle.

d. Personnel has worked something out on flex-time. The paper should be out shortly, but it should also be pointed out that increased services will not be involved.

e. We have been advised informally that federal employees will be charged for parking commencing 1 October. We are taking a closer look at incentives to encourage people to form carpools whenever possible.

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f. We are working with GSA on putting a smaller boiler in the power house because of the lessened need for steam in the summer months. Phase III will include individual hot water heaters in the cafeteria and the Printing and Photography Division for use during summer months.

g. Coffee pots and hot plates impact on how much power they draw. We may have to take a closer look at continued usage and the effect this might have on employee morale.

h. There is a possibility of establishing copy centers throughout the building in lieu of the individual copying machines currently in use.

i. There is a suggestion as to the possibility of closing the DCI garage. Heating it in the winter and continually exhausting the fumes are big energy wasters. An analysis will be done and alternate uses studied.

j. We are working with GSA on replacing the roof at Headquarters Building. The roof is saturated with water and is a poor insulator.

6. Some of the energy saving suggestions that we have received from various Agency employees include:

a. Paint the venetian blinds black on one side and white on the other.

b. Use of Mylar coating on all windows.

c. Close the pneumatic tube station.

d. Limit the use of electric typewriters to final typed copy only.

e. Use of battery-operated clocks and calculators vs. electrical ones.

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f. Turn off the badge machine.

g. Discontinue the UPS in ODP and Commo.

7. The Office of Logistics is studying all of the above and will respond to the suggestors. If the idea has merit, it will be floated to the Energy Advisory Committee. Several members of the Committee suggested that we should focus on large energy saving projects, i.e., thermopanes for Headquarters windows or use of drapes and blinds to reduce heat or cool air losses. The Office of Logistics plans to dedicate an engineer practically full time for analysis of energy savings vs. cost for such projects.

8. The meeting concluded at this point with the consensus of the group that meetings should be held every month or so and that the next meeting should be held shortly after Labor Day.



James H. McDonald
Chairman, Agency Energy Committee

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